

File Management Google Drive

Google Drive is a useful place to store your work in the Cloud. This will allow you to access your files from anywhere you have internet (not just from any computer in Career). Freshmen students will be required to store their work that has been evaluated using the 21st Century Rubrics on their Google Drives. This assignment will teach you how to effectively create a file management system on the Google Drive.

Objectives:

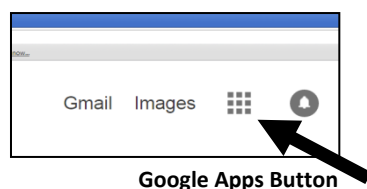
- Create a file management system in Google Drive
- Create folders for each day: A Day & B Day
- Create folders for each class
- Create an advisory folder named “YourName_Freshmen_Portfolio”

Prerequisite:

- Google account
- Watch <https://www.youtube.com/watch?v=-HU9Z5gtQVk>

Steps:

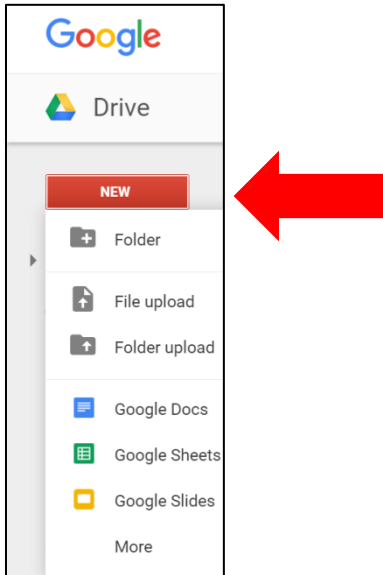
1. Log into your Google account.
2. Click on the Google Apps button



3. Choose the Google Drive button

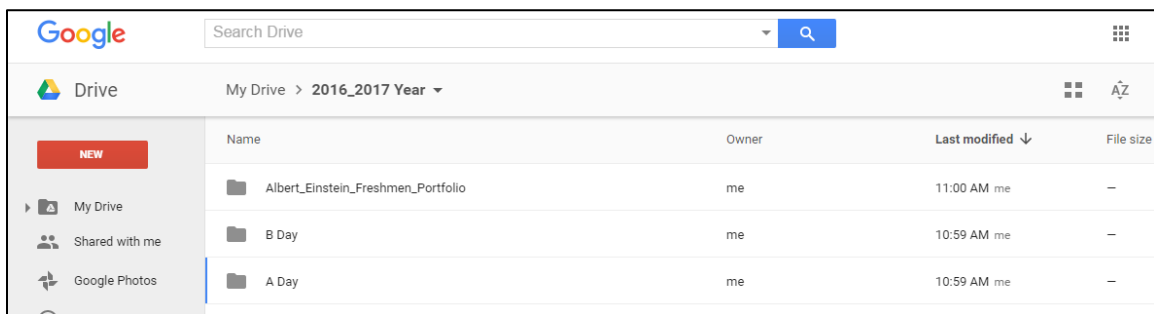


4. Click on New
5. Click on Folder

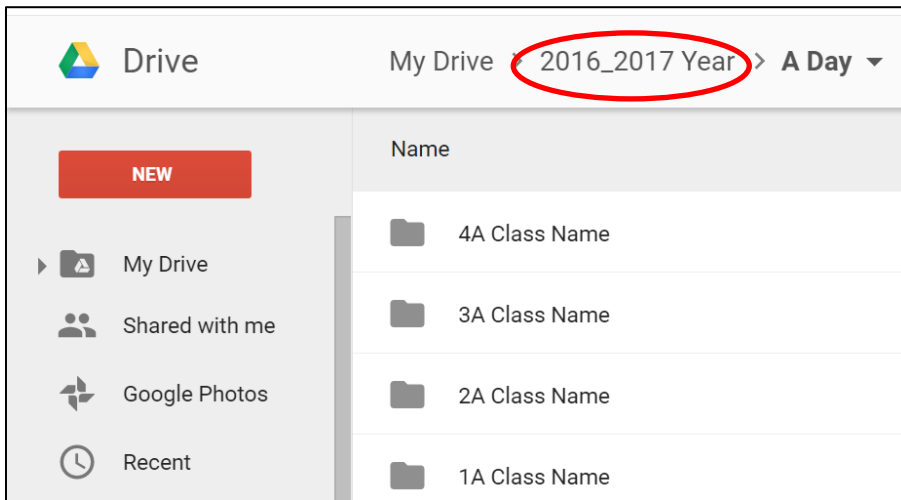


6. Title your new folder as “2016_2017 Year”
7. Open the folder that you just created. Create three additional folders:
 - a. A Day
 - b. B Day
 - c. YourName_Freshmen_Portfolio

8. Click on the List View icon.  Your screen should look like:



9. Open your A Day Folder and create a file folder for each class that you have on an A Day.
10. Click on 2016_2017 Year in order to get back to the previous folders.



11. Open your B Day Folder and create a file folder for each class that you have on a B Day. By clicking the arrow next to Name, you can manage your folders alphabetically AZ or ZA.

